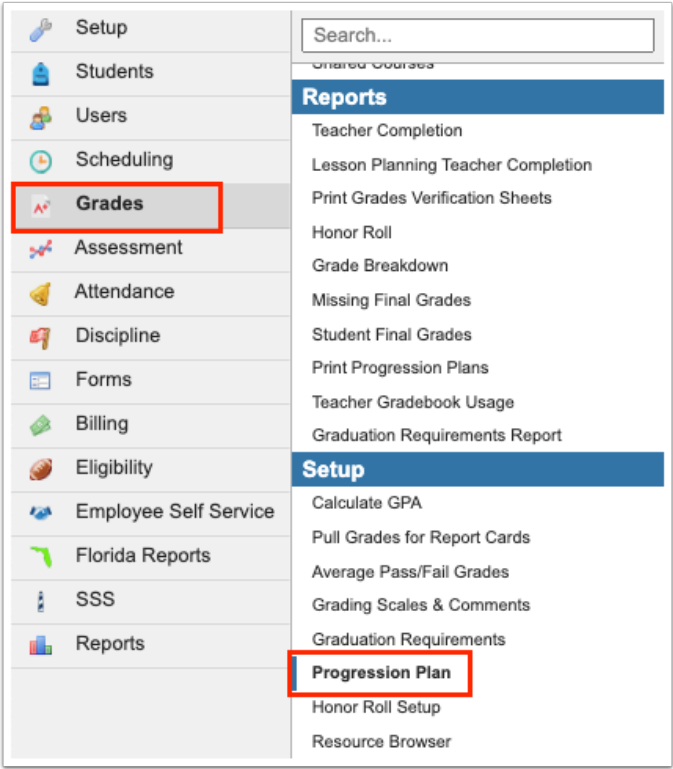


Progression Plan (Setup)

The Progression Plan screen is used to set up progression plans for programs at specific schools, or to set up district-wide progression plans. Progression plans are often used for academies or magnet programs, or to track endorsements (Texas). Progression plans help track students' progress by grade level to ensure they have taken the required courses for graduation. Progression plans can be used to automate the course request process.

Adding a New Progression Plan

1. In the **Grades** menu, click **Progression Plan** under the Setup section.



Any existing progression plans are displayed as tabs across the screen.

Save

Push
-
For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB STEM Traditional +

Copy From Another Plan:
-

Add New Option

Four Year Requirements

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students	Sequences of Courses	Final Course in Sequence
-	American Government	0.5	No	American Government	N/A	N/A	N/A	N/A	N/A
-	Economics	0.5	No	Economics	N/A	N/A	N/A	N/A	N/A

2. To add a new progression plan, click the + tab.

Save

Push
-
For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB STEM Traditional +

Copy From Another Plan:
-

Add New Option

Four Year Requirements

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students	Sequences of Courses	Final Course in Sequence
-	American Government	0.5	No	American Government	N/A	N/A	N/A	N/A	N/A
-	Economics	0.5	No	Economics	N/A	N/A	N/A	N/A	N/A

3. In the blank row next to the plus sign, enter a **Program Title**.

4. Enter a **Short Name** for the plan.

The short name is used for data migration; otherwise it is optional.

5. Select **Default** to make this the default progression plan for newly enrolled students going forward.

Selecting Default on a progression plan does not affect existing students.

6. To create a district-wide progression plan, select **District Wide**.

i District-wide plans are created by the district to apply to all schools. District-wide plans cannot be copied to school-based plans.

! For districts that track endorsements (Texas), endorsements must be set up as district-wide plans. The short names for the endorsements must be set up as follows:

Business & Industry, Short Name = E:BI

Public Service, Short Name = E:PS

Middle School Plan, Short Name = MSPlan

In order to use the Middle School Plan, the School Level (schools.custom_100000004) must be set for all schools in Setup > [School Information](#).

Save

Push

For:

All Plans

All Schools

All Grades

Edit Schedule Request Settings

Setup Sequences

Academy

First Responders

IB

STEM

Traditional

+

Search

ADD NEW

Program Title	Short Name	Default	District Wide
Academy	ACAD	No	N
First Responders	FR	No	N
IB	IB	No	N
STEM	STEM	No	N
Traditional	TRAD	Yes	Y
+ <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Click **Save**.

The progression plan is added as a tab on the screen.

Save

Push

For:

All Plans

All Schools

All Grades

Edit Schedule Request Settings

Setup Sequences

Academy

First Responders

IB

Performing Arts

STEM

Traditional

+

Copy From Another Plan:

Add New Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+ <input type="text"/>	<input type="text"/>	No	N/A	N/A	N/A	N/A

10

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+ <input type="text"/>	<input type="text"/>	No	N/A	N/A	N/A	N/A

11

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+ <input type="text"/>	<input type="text"/>	No	N/A	N/A	N/A	N/A

12

Editing a Progression Plan's Program Title, Short Name, or

Default Status

1. Click the + tab.

Save

Push

For: All Plans All Schools All Grades

Edit Schedule Request Settings

Setup Sequences

AcademyFirst RespondersIBPerforming ArtsSTEMTraditional+


Copy From Another Plan:

Add New Option

Four Year Requirements

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students	Sequences of Courses	Final Course in Sequence
-	American Government	0.5	No	American Government	N/A	N/A	N/A	N/A	N/A
-	Economics	0.5	No	Economics	N/A	N/A	N/A	N/A	N/A

2. Click the **Program Title**, **Short Name**, or **Default** fields and make the changes as needed.

 You cannot edit the District Wide field for a progression plan.

3. Click **Save**.

Save

Push

For: All Plans All Schools All Grades

Edit Schedule Request Settings

Setup Sequences

AcademyFirst RespondersIBPerforming ArtsSTEMTraditional+

Search

1234567890

	Program Title	Short Name	Default	District Wide
-	Academy	ACAD	No	N
-	First Responders	FR	No	N
-	IB	IB	No	N
-	Performing Arts	PA	No	N
-	STEM	STEM	No	N
-	Traditional	TRAD	Yes	Y
+			<input type="checkbox"/>	<input type="checkbox"/>

Deleting a Progression Plan

1. Click the + tab.

Save

Push
-
For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

Four Year Requirements

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students	Sequences of Courses	Final Course in Sequence
-	American Government	0.5	No	American Government	N/A	N/A	N/A	N/A	N/A
-	Economics	0.5	No	Economics	N/A	N/A	N/A	N/A	N/A

2. Click the delete icon next to the program title.

Save

Push
-
For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB Performing Arts STEM Traditional +

Search

	Program Title	Short Name	Default	District Wide
-	Academy	ACAD	No	N
-	First Responders	FR	No	N
-	IB	IB	No	N
-	Performing Arts	PA	No	N
-	STEM	STEM	No	N
-	Traditional	TRAD	Yes	Y
+				

3. In the confirmation message, click **Delete**.

Confirm Delete

Are you sure you want to delete that program?

Delete Cancel

Adding Grade Level Requirements to a Progression Plan using Graduation Subjects

Requirements can be added to a grade level in the progression plan using graduation subjects. For example, students in grade 9 must take 1 credit from the English Language Arts graduation subject.

1. Click the tab of the progression plan if not already opened.

Save

Push
For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB **Performing Arts** STEM Traditional +

Copy From Another Plan:

Add New Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+ <input type="text"/>	<input type="text"/>	No	N/A	N/A	N/A	N/A

10

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+ <input type="text"/>	<input type="text"/>	No	N/A	N/A	N/A	N/A

2. Locate the grade level you want to add the requirement to.

Save

Push
For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB **Performing Arts** STEM Traditional +

Copy From Another Plan:

Add New Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+ <input type="text"/>	<input type="text"/>	No	N/A	N/A	N/A	N/A

3. In the blank row next to the plus sign, enter the **Name** of the requirement.

4. Enter the **Number of Credits** that is required.

i If tracking the number of courses instead of the number of credits, enter the number of courses into this field. In the next step, you will then select the "Courses not credits" check box to designate that Focus should count the number of courses instead of the number of credits.

5. If tracking the number of courses instead of the number of credits, select the **Courses not credits** check box.

6. Select the **Graduation Subject**.

7. If desired, select the **Default Courses**.

When used in conjunction with the "Push Default Courses to Planned Requests" functionality, the default courses selected in this field will populate as planned requests on the student's progression plan for the students assigned to this progression plan who do not have any

requests entered. The Default Courses field should only be used if all students assigned to the plan will take the selected course(s) to fulfill the requirement for this grade level.

8. Click **Save**.

Save Push For: All Plans All Schools All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB **Performing Arts** STEM Traditional +

Copy From Another Plan: Add New Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+ English 1	1	No	English	ENG 1 10...	N/A	N/A

Adding Grade Level Requirements Using the Custom Subject List

Requirements can be added to a grade level in the progression plan using a custom subject list. This is used when a student can take a course from several different graduation subjects in order to fulfill the requirement. You can create a custom list of courses that will restrict what counselors can select as a course request for students, and what students can select as a course request for themselves.

1. Click the tab of the progression plan if not already opened.

Save Push For: All Plans All Schools All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB **Performing Arts** STEM Traditional +

Copy From Another Plan: Add New Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
- English 1	1	No	English	ENG 1 1001310	N/A	N/A
+		No	N/A	N/A	N/A	N/A

2. Locate the grade level you want to add the requirement to.

Save

Push

For:

All Plans

All Schools

All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

09

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
-	English 1	1	No	English	ENG 1 1001310	N/A	N/A
+			No	N/A	N/A	N/A	N/A

3. In the blank row next to the plus sign, enter the **Name** of the requirement.

4. Enter the **Number of Credits** that is required.

i If tracking the number of courses instead of the number of credits, enter the number of courses into this field. In the next step, you will then select the "Courses not credits" check box to designate that Focus should count the number of courses instead of the number of credits.

5. If tracking the number of courses instead of the number of credits, select the **Courses not credits** check box.

6. In the **Graduation Subjects** pull-down, select **Custom List** at the bottom of the list of options.

7. In the **Custom Subject List** pull-down, select the courses that fulfill this requirement.

Courses from different graduation subjects can be selected.

8. To limit the courses students can select when entering planned requests on their Progression Plan, select the courses in the **Custom List for Students** pull-down.

9. Click **Save**.

Save

Push

For:

All Plans

All Schools

All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

09

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
-	English 1	1	No	English	ENG 1 1001310	N/A	N/A
+	Science	1	No	Custom List	N/A	BIO 1 2000310, BIO 1 HON 2000320, CHEM ...	BIO 1 2000310, CHEM 1 2000340, ENV SCI 2...

Adding Four Year Requirements to a Progression Plan

The Four Year Requirements section of the progression plan is used to designate the requirements students must complete that are not associated with a particular grade level. If courses must be taken in a specific order, a [course sequence](#) can be set on the requirement. A final course can also be designated if the course is mandatory to fulfill the requirement. Using sequences with four year requirements is optional.


1. Click the tab of the progression plan if not already opened.

The screenshot shows the 'Setup Sequences' section of the Progression Plan interface. The 'Performing Arts' tab is selected. Below the tabs, there is a table with columns: Name, Number of Credits, Courses not credits, Graduation Subject, Default Courses, Custom Subject List, and Custom List for Students. The table contains two rows: 'English 1' and 'Science'. The 'English 1' row has '1' in the Number of Credits column, 'No' in the Courses not credits column, 'English' in the Graduation Subject column, 'ENG 1 1001310' in the Default Courses column, 'N/A' in the Custom Subject List column, and 'N/A' in the Custom List for Students column. The 'Science' row has '1' in the Number of Credits column, 'No' in the Courses not credits column, 'Custom List' in the Graduation Subject column, 'N/A' in the Default Courses column, 'BIO 1 2000310, BIO 1 HON 2000320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340' in the Custom Subject List column, and 'BIO 1 2000310, CHEM 1 2003340, ENV SCI 2001340' in the Custom List for Students column.

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
English 1	1	No	English	ENG 1 1001310	N/A	N/A
Science	1	No	Custom List	N/A	BIO 1 2000310, BIO 1 HON 2000320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340	BIO 1 2000310, CHEM 1 2003340, ENV SCI 2001340

2. In the Four Year Requirements section at the bottom of the screen, enter the **Name** for the requirement next to the plus sign.

3. Enter the **Number of Credits** that is required.

 If tracking the number of courses instead of the number of credits, enter the number of courses into this field. In the next step, you will then select the "Courses not credits" check box to designate that Focus should count the number of courses instead of the number of credits.

4. If tracking the number of courses instead of the number of credits, select the **Courses not credits** check box.

5. Select the **Graduation Subject**.

6. If you selected Custom List in the Graduation Subject field, select the appropriate courses in the **Custom Subject List** and **Custom List for Students**.

7. Select the **Sequence of Courses** if the courses must be taken in a particular order.

One or multiple course sequences can be selected. For example, for a World Languages requirement, you might have a course sequence for Spanish and a course sequence for French.

Four Year Requirements									
	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students	Sequences of Courses	Final Course in Sequence
+	World Languages	3	No	World Languages	N/A	N/A	N/A	Spanish, F...	N/A

8. Click **Save** to add the row.

9. If one of the courses in the sequence is the final course that must be taken in order to fulfill the requirement, select the **Final Course in Sequence**. One or multiple courses can be selected. If more than one is selected, the student only has to complete one of those courses.

For example, a progression plan may require students take 3 levels of Spanish. The course sequence dictates the order in which courses must be taken, such as Spanish 1, Spanish 2, Spanish 3, etc. If Spanish 4 is designated as the Final Course in Sequence, students must complete Spanish 4 in order to fulfill the requirement.

Four Year Requirements									
	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students	Sequences of Courses	Final Course in Sequence
-	World Languages	3	No	World Languages	N/A	N/A	N/A	Spanish, French	Course: FRENCH 4 HON 0701350, Course: SPANISH ...
+			No	N/A	N/A	N/A	N/A	N/A	N/A

10. Click **Save**.

Setting Up Course Sequences

Course sequences determine the order in which courses must be taken, such as Spanish 1 must be taken before Spanish 2. Course sequences are used when adding [four year requirements](#).

1. At the top of the Progression Plan screen, click **Setup Sequences**.

Save
Push
For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

Academy First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:
-

Add New Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
English 1	1	No	English	ENG 1 1001310	N/A	N/A
Science	1	No	Custom List	N/A	BIO 1 2000310, BIO 1 HON 2000320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340	BIO 1 2000310, CHEM 1 2003340, ENV SCI 2001340

A new tab or window is displayed where course sequences are set up.

2. In the blank row, enter a **Title** for the sequence.

3. In the **Level 1** through **Level 5** fields, select the appropriate courses.

A level 1 course must be taken before a level 2 course, a level 2 course must be taken before a level 3 course, etc. One or multiple courses can be selected per level. If more than 1 course is selected for a level, the student only needs to complete one of those courses.

Export: Filters: OFF

Title	Level 1	Level 2	Level 3	Level 4	Level 5
Spanish	SPANISH 1 0708340	SPANISH 2 0708350	SPANISH 3 HON 0...	SPANISH 4 HON 0...	SPANISH 5 HON 0...

4. Press **Enter** to add the sequence.

The sequence is auto-saved.

Export: Filters: OFF

Title	Level 1	Level 2	Level 3	Level 4	Level 5
Spanish	SPANISH 1 0708340	SPANISH 2 0708350	SPANISH 3 HON 0...	SPANISH 4 HON 0...	SPANISH 5 HON 0...

Adding an Option to a Progression Plan

Multiple options can be set up for a progression plan with different grade level or four year requirements for completion. This is useful if there is more than one path that can be taken to complete the requirements for the progression plan. An option can be assigned to all schools or specific schools if the progression plan is district-wide. For example, a district might have a STEM progression plan, for which students might fulfill the Science, Technology, Engineering, or Math options. The Science option might only be available at some schools in the district, while the Math option might be available at different schools.

1. Click the tab of the progression plan if not already opened.

Save

Push

For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

AcademyFirst RespondersIBPerforming ArtsSTEMTraditional+

Copy From Another Plan:
Add New Option

09

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
-	English 1	1	No	English	ENG 1 1001310	N/A	N/A
-	Science	1	No	Custom List	N/A	BIO 1 2000310, BIO 1 HON 2000320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340	BIO 1 2000310, CHEM 1 2003340, ENV SCI 2001340

2. Click **Add New Option**.

Save

Push

For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

AcademyFirst RespondersIBPerforming ArtsSTEMTraditional+

Copy From Another Plan:
Add New Option

09

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
-	English 1	1	No	English	ENG 1 1001310	N/A	N/A
-	Science	1	No	Custom List	N/A	BIO 1 2000310, BIO 1 HON 2000320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340	BIO 1 2000310, CHEM 1 2003340, ENV SCI 2001340

The progression plan is divided into two tabs, one for each option. Any existing grade level and four year requirements set up for the plan will display in Option 1.

Save

Push

For:
All Plans
All Schools
All Grades

Edit Schedule Request Settings

Setup Sequences

AcademyFirst RespondersIBPerforming ArtsSTEMTraditional+

Copy From Another Plan:
Add New Option

Option 1Option 2

Title:
Delete Option

Schools:
All Schools

09

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
-	English 1	1	No	English	ENG 1 1001310	N/A	N/A
-	Science	1	No	Custom List	N/A	BIO 1 2000310, BIO 1 HON 2000320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340	BIO 1 2000310, CHEM 1 2003340, ENV SCI 2001340

3. Enter a **Title** for Option 1.

4. For district-wide plans, select the **Schools** this option will be available to. Select **All Schools** or select one or multiple schools.

5. Click **Save**.

Save
 Push
 For:
 All Plans
 All Schools
 All Grades

Edit Schedule Request Settings
Setup Sequences

Academy
First Responders
IB
Performing Arts
STEM
Traditional
+

Copy From Another Plan: Add New Option

Option 1
Option 2

Title:
 Theater Arts

Schools:
 Focus High School - 0041

Delete Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
English 1	1	No	English	ENG 1 1001310	N/A	N/A
Science	1	No	Custom List	N/A	BIO 1 2006310, BIO 1 HON 2003320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340	BIO 1 2006310, CHEM 1 2003340, ENV SCI 2001340

6. Add the grade level and four year requirements to the option as needed.

7. Repeat this process for the other options for the progression plan.

Copying from an Existing Progression Plan

Instead of creating a progression plan from scratch, you can copy the requirements from an existing plan. This is useful if the new progression plan will have many of the same requirements as an existing plan. After copying from an existing plan, the new plan can be tweaked as needed by adding, editing, or deleting requirements.

1. [Add the new progression plan.](#)

2. At the top of the new progression plan tab, click the **Copy From Another Plan** pull-down and select the plan to copy from.

3. Click **Save**.

Save
 Push
 For:
 All Plans
 All Schools
 All Grades

Edit Schedule Request Settings
Setup Sequences

Academy
Fine Arts
First Responders
IB
Performing Arts
STEM
Traditional
+

Copy From Another Plan:
Performing Arts
Add New Option

09

Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
+		No	N/A	N/A	N/A	N/A

4. In the confirmation message at the top of the screen, click **Copy**.

Confirm Copy

Are you sure you want to copy that progression plan?

CopyCancel

The requirements from the selected progression plan are copied into the new progression plan as Option 2.

Save

Push

For:

All Plans

All Schools

All Grades

Edit Schedule Request Settings

Setup Sequences

AcademyFine ArtsFirst RespondersIBPerforming ArtsSTEMTraditional+

Copy From Another Plan:

Add New Option

Option 1Option 2

Title:

Schools:

All Schools

Delete Option

09

	Name	Number of Credits	Courses not credits	Graduation Subject	Default Courses	Custom Subject List	Custom List for Students
–	English 1	1	No	English	ENG 1 1001310	N/A	N/A
–	Science	1	No	Custom List	N/A	BIO 1 2000310, BIO 1 HON 2000320, CHEM 1 2003340, CHEM 1 HON 2003350, ENV SCI 2001340	BIO 1 2000310, CHEM 1 2003340, ENV SCI 2001340

💡 If Option 1 is not needed, click the **Option 1** tab and click **Delete Option**.

- Add, edit, or delete requirements as needed.
- Click **Save**.

Pushing Default Courses to Planned Requests

Default courses entered for a progression plan can be pushed to planned requests on each student's progression plan. This can be done for particular progression plans, schools, and grade levels.

- At the top-right corner of the screen, click the **Push** pull-down and select **Default Courses to Planned Requests**.

Save

Push

Default Courses to Planned Requests

For:

All Plans

All Schools

All Grades

Academy Fine Arts First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

In the For section, All Plans, All Schools, and All Grades are selected by default. Leave these options selected if you want to push default courses to planned requests for all plans, schools, and grade levels.

2. To push default courses to planned requests only for specific plans, click **All Plans** and select one or multiple plans in the pull-down.
3. To push default courses to planned requests only for specific schools, click **All Schools** and select one or multiple schools in the pull-down.
4. To push default courses to planned requests only for specific grade levels, click **All Grades** and select one or multiple grade levels in the pull-down.

Save

Push

Default Courses to Planned Requests

For:

Performing Arts, Tra...

Focus High School - 0041

All Grades

Academy Fine Arts First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

5. Click **Save**.

Save

Push

Default Courses to Planned Requests

For:

Performing Arts, Tra...

Focus High School - 0041

All Grades

Academy Fine Arts First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

6. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Default Courses Pushed to Planned Requests for: Focus High School - 0041

OK

The default courses are pushed to the students' planned requests on their individual progression plans.

Demographic
Enrollment
Schedule
Requests
Grades
Gradebook
Absences
Activities
Referrals
Fees & Payments
Test History

Academy
Status: 26%

13 Requirements

Required Courses			9th		10th		11th		12th	
Name	Number of Credits	Requirement Met	Planned Request	Earned/Scheduled Credit(s)	Planned Request	Earned/Scheduled Credit(s)	Planned Request	Earned/Scheduled Credit(s)	Planned Request	Earned/Scheduled Credit(s)
Math	4	09: 10: 11: 12:	GREAT BOOKS HON 1020860 (78% C)	ALG 1 1200310	EARTH/SPA SCI 2001310	WORLD CLTRL GE 2103300
Foreign Language	2	4 Year:	2-D STUDIO ART 1 0101300, GUITAR 1 1301320					
English 1	1	09:							
English 2	1	10:			ENG 2 1001340					
English 3	1	11:					ENG 3 1001370			
English 4	1	12:							ENG 4 1001400	
Science	4	09: 10: 11: 12:	
American Government	0.5	09:							
Economics	0.5	09:							
Practical Arts	1	4 Year:	
PE	1	4 Year:	
Electives	10	4 Year:	CRIMINAL JUST OPS 1 8918010	
Computer Skills	1	4 Year:	

Pushing Planned Requests to Schedule Requests

The planned requests entered on individual student progression plans can be pushed to each student's course requests for the next school year for the appropriate grade level.

1. At the top-right corner of the screen, click the **Push** pull-down and select **Planned Requests to Schedule Requests**.

Push

Planned Requests to Schedule Requests

Edit Schedule Request Settings

Setup Sequences

Academy
Fine Arts
First Responders
IB
Performing Arts
STEM
Traditional
+

Copy From Another Plan:

Add New Option

For:
All Plans
All Schools
All Grades

In the For section, All Plans, All Schools, and All Grades are selected by default. Leave these options selected if you want to push planned requests to schedule requests for all plans, schools, and grade levels.

2. To push planned requests to schedule requests only for specific plans, click **All Plans** and select one or multiple plans in the pull-down.

3. To push planned requests to schedule requests only for specific schools, click **All Schools** and select one or multiple schools in the pull-down.
4. To push planned requests to schedule requests only for specific grade levels, click **All Grades** and select one or multiple grade levels in the pull-down.

Save

Push

Planned Requests to Schedule Requests

For:

Performing Arts

Focus High School - 0041

All Grades

Academy Fine Arts First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

5. Click **Save**.

Save

Push

Planned Requests to Schedule Requests

For:

Performing Arts

Focus High School - 0041

All Grades

Academy Fine Arts First Responders IB Performing Arts STEM Traditional +

Copy From Another Plan:

Add New Option

6. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Completed Pushing Planned Requests to Schedule Requests for:
Focus High School - 0041

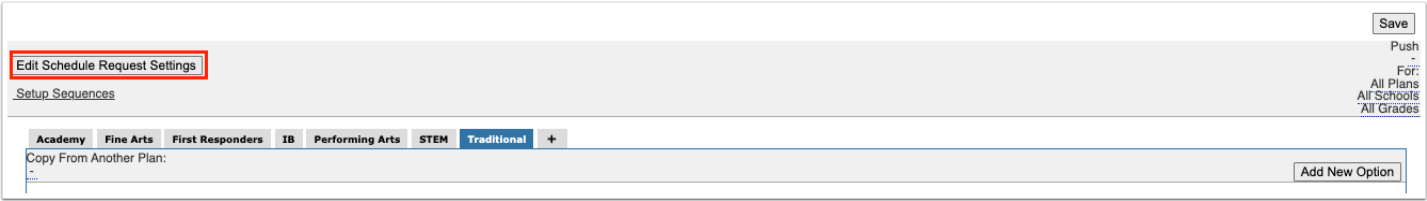
OK

The grade level planned requests entered on individual student progression plans are pushed to course requests for the next school year for the appropriate grade level.

Editing Schedule Request Settings

The schedule request settings are used to determine when students and counselors are able to edit planned requests on the student's progression plan. The Auto Copy Period can also be set, which determines when edits made by counselors and students to planned requests are automatically pushed to the student's course requests.

1. Click **Edit Schedule Request Settings** at the top-left of the screen.



2. Enter the **Start Date** and **End Date** for the **Student Edit Period** to determine when students are able to edit planned requests on the student's progression plan.

3. Enter the **Start Date** and **End Date** for the **Counselor Edit Period** to determine when counselors are able to edit planned requests on the student's progression plan.

4. Enter the **Start Date** and **End Date** for the **Auto Copy Period** to determine when edits made by students or counselors to planned requests on the student's progression plan are automatically pushed to the student's course requests.

5. Click **Save**.

